



Corporate Work Study Supervisor FAQs

Quick Facts

Participation in the Corporate Work Study Program (CWS) is a required component for all students enrolled at ICA Cristo Rey Academy (“ICA”).

To formalize this participation, a written agreement is established between the student associate, their parent or guardian, and the ICA San Francisco Work Study Inc (“ICAWS”), a California not-for-profit corporation. This agreement outlines the terms, expectations, and responsibilities related to the student’s involvement in the Program, which is an integral part of enrollment at ICA. Copies of the signed agreement are retained by both ICAWS and the sponsoring partner organization where the student is placed.

ICAWS serves as the official employer for all student job placements through the ICA Cristo Rey Academy Corporate Work Study Program.

As the employer, ICAWS manages all I-9 employment verification requirements before students begin work at their assigned job sites. If a sponsoring organization requires additional onboarding steps - such as health screenings, or non-disclosure agreements (NDAs) - these must be communicated directly to the CWS staff. Our team will coordinate with students and sponsors to ensure that all onboarding requirements are completed efficiently and on time.

Contact Information

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Job Placements and Student Performance

CWS oversees all placement assignments for student associates. Assignments are determined based on the student's abilities, attitude, interests, and the availability of suitable placements. The goal is to create placements that are mutually beneficial to both the student and the Sponsor. Sponsor preferences will be taken into consideration when possible; however, CWS retains the right to make changes to student placements as necessary.

Sponsors should document performance concerns on the daily time card and inform CWS. If needed, an Improvement Plan will be developed with input from CWS, the student, and their parent/guardian. Failure to meet the plan or an unsuitable match may lead to removal. CWS will then decide on next steps, such as reassignment or additional support.

Student Transportation and Attendance Guidelines

If a student is opting in for ICA's transportation service, students will arrive at work between 8:30 a.m. and 9:30 a.m. 10th, 11th, and 12th grade students who opt in to go to work on their own must arrive by 9:00 a.m. (unless otherwise directed by their supervisor) and confirm their attendance via email.

Student dismissal time varies from 3:15 p.m. to 4:00 p.m. If a student is absent, the CWS team will alert you before 9:30 am. Absences will only be excused in the case of a family funeral. If a student is absent for any other reason, they are required to complete a make up day. Following an absence, the students are responsible for scheduling the make up day with their supervisors.

CWS is a Graded Class

The Corporate Work Study Program is a graded class and counts toward students' academic performance. **Grades are based on attendance, daily work performance, and ongoing curriculum assignments focused on personal and professional development.**

Sponsors play a key role by completing daily performance ratings (time cards) and two Student Associate Performance Reviews (SAPRs) per year. These evaluations, which include punctuality, initiative, efficiency, accuracy, and attitude, make up about 50% of the student's final grade and are required by the Department of Labor.

Site Visits

Per the Department of Labor, **CWS performs two site visits a year.** The goal of site visits is to connect with supervisors and see firsthand what the students are doing in the workplace and gain insight on their work performance.